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# Department of Defense INSTRUCTION

August 17, 1993  
NUMBER 1336.5

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ASD(P&R)

SUBJECT : Automated Extracts of Active Duty Military Personnel  
Records

- References:
- (a) DOD Instruction 1336.5, "Automated Extracts of Active Duty Military Personnel Records, " July 15, 1987 (hereby canceled)
  - (b) Chapter 30 of title 38, United States Code, "Montgomery GI Bill" (MGIB)
  - (c) DOD Instruction 1120.11, "Programming and Accounting for Active Military Manpower, " April 9, 1981
  - (d) DoD 5400.11-R, "Department of Defense Privacy Program, " August 31, 1983, authorized by DoD Directive 5400.11, June 9, 1982
  - (e) through (1) , see enclosure 1

## A. REISSUANCE AND PURPOSE

This instruction reissues reference (a) to update policy, responsibilities, procedures and information requirements for active duty military personnel records.

## B. APPLICABILITY AND SCOPE

This Instruction applies to:

1. The Office of the Secretary of Defense, the Military Departments, and the Defense Logistics Agency. The term "Military Services," as used herein, refers to the Army (USA) , the Navy (USN) , the Air Force (USAF) , and the Marine Corps (USMC) .
2. The Coast Guard (USCG) , the National Oceanic and Atmospheric Administration (NOAA) , and the Public Health Services (PHS) for submission of active duty uniformed personnel records in support of the Defense Enrollment Eligibility Reporting System (DEERS) , and the Montgomery GI Bill (MGIB) (reference (b) ) eligibility data base.

4. *Prisoners of war*, personnel in a missing-in-action status, prisoners sentenced to confinement in a domestic civil or foreign penal institution for six months or more and whose discharges have not been approved, personnel in military confinement, personnel on appellate leave without pay and all reserve component personnel ordered to active duty in support of a contingency or operational mission, including those personnel not on the active duty list of their Service, and all regular and reserve retired personnel who have retired after 20 or more years on active service if such members are ordered to active duty in support of a contingency or emergency. They must be reported to the Defense Manpower Data Center (DMDC) .

c. POLICY

1. It is DoD policy to maintain a centralized data base of military personnel. That data base provides information for researching, actuarial analyzing, inter - agency reporting, and evaluating DoD programs and policies. Extracts of the data base are used in creating the DEERS, the Centralized System for Prior Service Enlistment Eligibility Information, and the MGIB (reference (b) ) eligibility data base.

2. The requirements and procedures prescribed by DoD 5400.11-R (reference (d) ) must be followed to safeguard the personnel data in that reporting system. Individuals having access to identifiable personnel information may be held personally responsible and punishable for making unauthorized disclosures. The data base is subject to computer matching programs, as regulated by the Privacy Act, when maintained by the DMDC. Computer matching is done with other Federal or non-Federal agencies for such purposes as verification to determine eligibility for, and/or cent inued compliance with any Federal benefit program requirement applied for and to effect adjustments or recovery of any improper payments made to, or delinquent debts owed by a beneficiary or former beneficiary.

D. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Personnel and Readiness) consistent with DoD Directive 5124.2 (reference (e) ) , shall:

a. Provide overall policy guidance for DoD reporting of

C. Ensure that the Director, DMDC serve as custodian of automated extracts of military personnel records and provide data quality control, inquiry capabilities, and administrative and computer support.

2. The secretaries of the Military Departments shall ensure that the Military Services implement this Instruction.

#### E. PROCEDURES

1. At the option of the Military Services and with the concurrence of the DMDC, reporting may be accomplished through cartridges, the Defense Data *Network*, or other available systems mutually agreed on. If reporting is accomplished through magnetic tapes, those tapes shall be labeled, as specified in enclosure 2. The master and transaction reports shall be formatted, as described in enclosure 3. The social security number (SSN) and/or name change report shall be formatted, as described in enclosure 4. Unit identification code (UIC) address files shall continue to be submitted in the current Service-specific format.

2. Each report shall be identified as to type of report, the applicable time period, and the number of records included.

3. DoD standard (STD) data elements (ELEM) , and reference (REP) number (NO) codes, established by DoD Directive 8320.1 and DoD 8320. 1-M-1 (references (f) and (g) ) shall be used where specified. Other data elements either shall have a DoD standard begun when applicable or, for certain Military Service- specific data items, the individual Military Service standard shall be accepted when one is available. The Military Service failing to comply either with the coding instructions, herein, or with the codes registered in the DoD Data Element Program shall be responsible for data interchange conversion costs.

4. Reporting requirements are, as follows:

a. At the end of each month, a master file containing officer records, a master file that has enlisted records, and a UIC address tape shall be prepared. Each master file shall reflect the status of the members listed in subsections B. 3. and B.4. , above, for the last day of that month.

b. At the end of each reporting cycle and month, a transaction file that has officer records and a transaction file that has enlisted records shall be prepared. Each transaction file shall include the gains to active military strength, extensions (both voluntary and involuntary) , reenlistments, separations, releases from active duty, deaths, losses from military control, and UIC change records processed during that

period. Pay grade **change** records shall be provided when available.

c. At the end of each reporting cycle, a SSN and/or name change file shall be prepared. ~~Each~~ SSN and/or name change file shall include the records documenting name and/or SSN changes that were processed during that period. Officer and enlisted records may be reported together or separately at the option of the Military Services.

5. Required modifications to this documentation during a contingency or full mobilization are in enclosure 5.

6. All reports shall be submitted within 30 days of the end of each covered period.

7. Officer transactions should be reported as one file, but officer gains and ~~of ficer~~ losses ~~may~~ be reported separately at the option of the Military Services.

8. The first reports under this Instruction shall be the master and UIC files for the month ending July 31, 1993, and the transaction and SSN and/or name change *files* for the first processing cycle of July 1993.

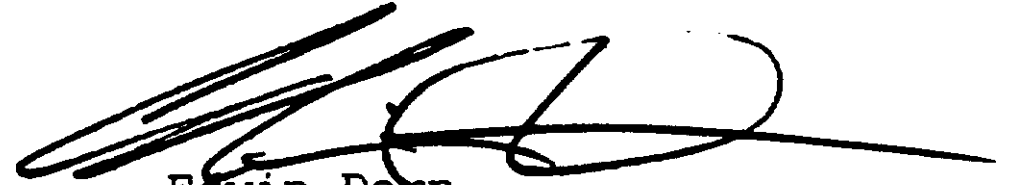
#### F. INFORMATION REQUIREMENTS

In accordance with DOD Directive 7750.5 (reference (h) ) , the reports information **requirements** entitled, "Automated Extracts of Active Duty Military Personnel Records <sup>n</sup>", is assigned Report Control Symbol (RCS) DD-P&R (AR) 1221. The frequency of reporting is as follows:

- a. Master file; monthly.
- b. Transaction file; weekly (cyclically) and monthly.
- c. SSNS and/or name change file; *weekly*(cyclically).
- d. UIC address file; monthly.

G. EFFECTIVE DATE AND IMPLEMENTATION

This Instruction is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Personnel and Readiness) within 90 days.



Edwin Dorn

Assistant Secretary of Defense  
(Personnel and Readiness )

Enclosures -5

1. References
2. Submission Instructions
3. Master and Transaction Record Format
4. SSN **and/or** Name Change Record Format
5. Changes to Reporting Requirements as Required by an Operational Mission, Contingency operation, or National **Emergency**, for Reserve Personnel

REFERENCES, continued

- (e) DoD Directive 5124.2, 'Assistant Secretary of Defense (Force Management and Personnel) , " January 26, 1990
- (f) DoD Directive 8320.1, 'DoD Data Administration, " September 26, 1991
- (g) DoD 8320.1-M-1, "Data Element Standardization Procedures, " January 1993, authorized by DoD Directive 8320.1, September 26, 1991
- (h) DoD Directive 7750.5, Management and Control of Information Requirements, " August 7, 1986
- (i) Sections 511 and 513 of title 10, United States Code
- (j) DoD 7000.14-R, "DoD Financial Management Regulation, " Volume 7, Part A, August 31, 1992, authorized by DoD Instruction 7000.14, November 15, 1992
- (k) DoD Directive 1322.16, "Veterans' Educational Assistance Act of 1984 (GI Bill) , " March 25, 1985
- (l) DoD 7045.7-E, "FYDP Program Structure," Book I--Unclassified, April 1992, authorized by DoD Instruction 7045.7, May 23, 1984

( c ) C = Combined.

(2) Second position; "Type of file." Enter the following:

(a) M= Master .

(b) T = Transaction.

(c) N = SSN and/or Name change.

(3) Third through eighth positions; last date of period covered. Enter the following:

Year, month, and day (YYMMDD.)

c. The RCS.

d. Reel Sequence Number.

c. AUTOMATIC TRANSFER

To be determined -jointly by each Military Service and the Director, DMDC.

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D. SHIPPING INSTRUCTIONS

Master file cartridges and/or tapes shall be sent by overnight express mail and transaction file cartridges and/or tapes shall be sent at least first class to the following address:

Defense Manpower Data Center  
ATTN : Active Duty Personnel File Manager  
99 Pacific Street, Suite 155A  
Monterey, CA 93940-2453

SUBMISSION INSTRUCTIONS

A. DATA SPECIFICATIONS

1. Numeric data shall be right-justified with leading zeros.
2. Alpha and alphanumeric data shall be left-justified with trailing blanks.

B. CARTRIDGE AND/OR TAPE SPECIFICATIONS

1. Unlabeled or standard International Business Machines header and trailer labels.
2. Density; 6250 bytes per inch (BPI) preferred, 1600 BPI accepted.
3. Track; 9 track.
4. Record length for:
  - a. Master and transaction files; 400.
  - b. SSN and/or name change files; 84.
5. Block size for:
  - a. Master and transaction files; 12000 (30 records per block) .
  - b. SSN and/or name change files; 840 (10 records per block) .
6. Sequence; ascending SSN.
7. Recording mode; "EBCDIC."
8. External Label
  - a. Density.
  - b. Tape file label.

(1) First position; "Military Personnel Class."  
Enter the following:

(a) O = Officer.

(b) E = Enlisted.



MASTER AND TRANSACTION RECORD FORMAT

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
		<p><u>Record Field Modifiers</u></p> <p>M = Master files only. T = Transaction files. G = Gain records only. L = Loss records only. E = Enlisted records. o = Officer records only. w = Warrant officer records only. c = Commissioned officer records only.</p> <p>Record fields without modifiers apply to all records.</p>		
1	Military Service	<p>A = USA. E = PHS. F = USAF. I = NOAA. M = USMC . N = USN. P = USCG.</p>	1	DE-NM
2	Name; individual	Last name, space, first name, space, middle name or initial, space, designation such as "Jr", as applicable.	2-28	NA-RG
3	SSN	Enter nine numeric digits omitting hyphens for the Service members' SSN .	29-37	SO-CA
4	Date of birth ( YYMMDD )	The date on which an individual was born. If unknown, enter blanks.	38-43	DA-FA

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
5	Race and/or population group	<p>C = White.  M = Asian or Pacific Islander.  N = Black.  R = American Indian and/or Alaskan Native.  z = Unknown.</p> <p>If a breakout between codes "M" and "R" is not available, then enter "X" for other races.</p>	44	RA-BA
6	Home of record	<p>The residence declared at the time of latest entry into active duty. If the member was a U.S. resident, report the applicable State code; otherwise, report the applicable country code.</p>	45-46	ST-GA CO-XU
7 -c	Source of original commission	<p>If the original source of commission is not available, then report the current source of commission:</p> <p>A = Academy graduate; U.S. Military Academy (USMA).  B = Academy graduate; U.S. Naval Academy (USNA).  C = Academy graduate; U.S. Air Force Academy (USAFA).  D = Academy graduate; U.S. Coast Guard Academy (USCGA).  E = Academy graduate; U.S. Merchant Marine Academy.  F = Air National Guard Academy of Military Sciences.  G = The Reserve Officer Training Corps (ROTC) or the Naval Reserve Officer Training</p>	47	SO-WB

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
7 -c	Source of original commission (continued)	Corps (NROTC) (scholarship). H = The ROTC or the NROTC (nonscholarship) . J = The Officer Candidate School (OCS), the Aviation Officer Cadet School (AOCS), the Officer Training School (OTS), or the Platoon Leaders Class (PLC). K = Aviation Cadet. L = National Guard State OCS. M = Direct appointment professional; i.e., medical, dental, the Judge Advocate General (JAG), and chaplain, etc. N = Direct appointment (all others; including USN limited duty officer). P = Aviation training program (excluding the OCS, the AOCS, the OTS, or the PLC). If other, enter "X". If unknown, enter "Z".	47	SO-WB
7 -w	Source of appointment; warrant officer	1 = Direct appointment as a "warrant officer." 2 = Direct appointment as a "commissioned warrant officer." 3 = Warrant officer aviation training programs. If unknown, enter "9".	47	STD-Pending
7-E	Means of initial entry into Military Service for enlisted members	Designates the "initial" entry into the U.S. Armed Forces, as an "enlisted Service member." The data is intended to be a permanent	47	ME-ES

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
7-E	Means of initial entry into Military Service for enlisted members (continued)	<p>record entry and should only change if an error is found. If unknown enter "Z". If other than below, enter "X":</p> <p>A = Induction (any Service).  B = Voluntary enlistment in a Regular component.  c = Voluntary enlistment in a Reserve component for Service in a Regular component delayed entry program (DEP), any Service, under 10 U.S.C. Section 511 (reference (i)) or after November 1989, Section 513 of reference (i).  D = Voluntary enlistment in a Reserve component, any Service, under Section 511, reference (i). Excludes the DEP.</p>	47	ME-ES
8-C	Service occupation code; commissioned officer (primary)	<p>USA = Report the primary area of concentration and next four code characters identifying further skill qualifications.</p> <p>USN = Report designator and the first additional qualification designator (AQD).</p> <p>USMC = Report the military occupational speciality (MOS) in positions 48 through 51 and blanks in positions 52 through 54.</p> <p>USAF = Report the primary Air Force specialty code (PAFSC) in positions 48 through 53 and a</p>	48-54	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
8-C	Service occupation code; commissioned officer (primary) (continued)	blank in position 54. USCG = Report the 2-digit numeric code for the primary occupational field in positions 48 and 49. Report the 1-digit numeric code or grade level of occupied billet in position 50. Report blanks in positions 51 through 54.	48-54	Service; specific
8-E	Service occupation code; enlisted (primary)	USA = Report the MOS, skill level, the skill qualification identifier (SQI), and the additional skill identifier (ASI). USN = Report rating and the Navy enlisted code (NEC). USMC = Report the MOS in positions 48 through 51 and blanks in positions 52 through 54. USAF = Report the PAFSC in positions 48 through 54. USCG = Report 5-digit numeric grade and/or rate structure in positions 48 through 52 and blanks in positions 53 and 54.	48-54	Service; specific
8 -W	Service occupation code; warrant officer (primary)	USA = Report the warrant officer MOS, the SQI, and the ASI. USN = Report designator and the AQD . USMC = Report the MOS in positions 48 through 51 and blanks in positions 52 through 54. USAF = Not applicable, report seven blanks.	48-54	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
8-w	Service occupation code; warrant officer (primary) (continued)	USCG = Report the 3-digit numeric grade rate Service occupation code in positions 48 through 50 and blanks in positions 51 through 54.	48-54	Service; specific
9	Filler	Reserved for DMDC use.	55-57	
10-c	Service occupation code; commissioned officer (secondary)	<p>USA = Report the functional area (FA) and next four code characters.</p> <p>USN = Report the subspecialty code in-positions 58-through 62 and blanks in 63 and 64.</p> <p>USMC = Report the MOS in positions 58 through 61, a blank in position 62 and the USMC component code in positions 63 and 64.</p> <p>USAF = Report secondary Air Force specialty code (2AFSC) in positions 58 through 63 and a blank in position 64.</p> <p>USCG = Report the 2-digit numeric code for the primary occupational field in positions 58 and 59. Report the one digit numeric code for grade level of occupied billet in position 60. Report blanks in positions 61 through 64.</p>	58-64	Service; specific
10-E	Service occupation code; enlisted (secondary)	<p>USA = Report the MOS, skill level, the SQI, and the ASI.</p> <p>USN = Report secondary rating and the NEC.</p>	58-64	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
10-E	Service occupation code; enlisted (secondary) (continued)	USMC = Report the MOS in positions 58 through 61, a blank in position 62, and the USMC component code in positions 63 through 64. USAF = Report the 2AFSC in posi- tions 58 through 64. USCG = Report seven blanks.	58-64	Service; specific
10-w	Service occupation code; warrant officer (secondary)	USA = Report the warrant officer MOS and the SQI and the ASI. USN = Report the subspecialty code in positions 58 through 62 and blanks in 63 and 64. USMC = Report the MOS in positions 58 through 61, a blank in position 62, and the USMC component code in positions 63 through 64. USAF = Not applicable, report seven blanks. USCG = Report seven blanks.	58-64	Service; specific
11	Filler	Reserved for DMDC use, enter three blanks.	65-67	
12-C	Service occupation code; commissioned officer (duty)	USA = Report the commissioned officer duty branch or the FA and associated area of concentration, duty skill, and additional skill (if any) . USN = Report the Navy officer billet code (NOBC) in posi- tions 68 through 71 and blanks in 72 through 74.	68-74	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
12-C	Service occupation code; commissioned officer (duty) (continued)	USMC = Report the MOS in positions 68 through 71 and blanks in 72 through 74. USAF = Report the duty Air Force specialty code (DAFSC) in positions 68 through 73 and a blank in position 74. USCG = Report the officer billet code system in positions 68 through 73 and a blank in position 74.	68-74	Service; specific
12-E	Service occupation code; enlisted (duty)	USA = Report the MOS, skill level, the SQI, and the ASI. USN = Report the distributed rating and distributed NEC. USMC = Report the MOS in positions 68 through 71 and blanks in positions 72 through 74. USAF = Report the DAFSC in positions 68 through 74. USCG = Report 5-digit numeric grade and/or rate code structure in positions 68 through 72 and blanks in positions 73 through 74.	68-74	Service; specific
12-W	Service occupation code; warrant officer (duty)	USA = Report the warrant officer duty MOS, the SQI, and the ASI in positions 68 through 74. USN = Report the NOBC in positions 68 through 71 and blanks in positions 72 through 74. USMC = Report the MOS in positions 68 through 71 and blanks in positions 72 though 74.	68-74	Service; specific



RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO..
12-W	Service occupation code; warrant officer (duty) (continued)	USAF = Not applicable, report seven blanks USCG = Report the officer billet code system in positions 68 through 74.	68-74	Service; specific
13	Filler	Reserved for DMDC use, enter three blanks.	75-77	
14	Pay grade; Uniformed Services	Current grade consisting of personnel class and pay level, serial number, in that order.	78-80	PA-SN
15-C	Special pay grade designator	If a member has over 4 years of Active duty enlisted and/or warrant Service, report an "E" otherwise, enter one blank.	81	
15-E	Enlisted career status	If unknown, enter one blank: 1 = First term. 2 = Second term. 3 = Careerist.	81	
15-W	Filler	Enter one blank.	81	
16	Date of rank ( YYMMDD )	The date that establishes the relative seniority of an individual among others who possess the same grade. If unknown, enter six blanks.	82-87	DA-FA
17	Service component	G = National Guard of the U.S. R = Regular. T = Temporary. v = Reserve.	88	SE-NA

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
18	Basic active service date ( YYMMDD )	The constructive date that establishes the beginning of a member's Federal active Uniformed Service; reflects all periods of the Federal Uniformed Service (less lost time) in commissioned, warrant, flight officer, or enlisted status. Synonymous names include the "TAFMSD" (USAF), the "Armed Forces active duty base date" (USMC), the "active duty Service date" (USN enlisted), the "active duty base date" (USN officer), or the "basic active Service date" (USA).	89-94	DA-FA
19	Pay entry base date (YYMMDD)	The constructed date that establishes the beginning of an individual's creditable Federal Service for pay purposes. If unknown, enter six blanks.	95-100	DA-FA
20-E	Selective reenlistment bonus multiplier	One-position whole number plus two-position fraction (implied decimal).	101-103	
20-0	Professional military education level	The highest level of military education completed by an officer in residency, seminar, or correspondence. If none, enter blank. If unknown, enter "9".  1 = <u>The Senior Service School includes the following:</u>  The Air War College. The Army War College.	101	PR-PL

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
20-0	Professional military education level (continued)	<p>The Art of War Studies (Quantico). The (British) Royal College of Defense Studies. The Canadian National Defense College. The Canadian Seminar in Foreign Policy, the Depart- ment of State. The Industrial College of the Armed Forces. The Inter-American Defense College. The National War College. The Navy War College, Advanced Study and Naval Warfare. The North Atlantic Treaty Organization Defense College.</p> <p>2 = <u>The Intermediate Service School includes the following:</u></p> <p>The Air Command and Staff College. The Army Command and General Staff College. The French Naval War College. The German General Staff College. The Indian National Defense Service Staff College. The Japanese Command and Staff College.</p>	101	PR-PL

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
20-0	Professional military education level (continued)	<p>The Marine Corps Command and Staff College.  The Naval War College, Command and Staff.  The Naval War College, Command and Staff Interim Course.  The Royal Air Force Staff College.  The Royal Naval Command and Staff College.  The Spanish Naval War College.</p> <p>3 = <u>Skill Progression School includes the following:</u></p> <p>The Air Force Squadron Officer School.  The Army Advanced Branch School .  The Combined Arms and Services Staff School.  The Marine Corps Amphibious Warfare Course.</p> <p>4 = <u>Initial Skill includes the following:</u></p> <p>The Army Basic Course.  The Marine Corps Basic School .  The Navy Warfare Specialty Training.</p>	101	PR-PL

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
21-0	Command status of commissioned officer	That status applies to all commis- sioned officers who are qualified to serve as a unit commander regardless of administrative and/or function pay. If unknown, enter one blank.  1 = Currently in command of a unit. 2 = Previously commanded a unit. 3 = Never commanded a unit.	102	CO-FT
22-o	Filler	Enter one blank.	103	
23	Educational designator	The educational status or level attained by an individual. If unknown, enter "Z".  9 = Currently in high school; status of an individual who is currently attending high school and is not yet a high school senior. s = High school senior; status of an individual who is cur- rently attending high school and is a high school senior. 1 = Less than high school diploma; status of an indi- vidual who is not currently attending high school and who is neither a high school graduate or an alternate high school credential holder. E = Test-based equivalency diploma; a diploma or a cer- tificate of general education	1 0 4	ED-UC

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
23	Educational designator (continued)	<p>development (GED) or other test-based high school equivalency diploma. That includes State-wide testing programs such as the "California High School Proficiency Examination (CHSPE)," whereby examinees may earn a certificate of competency or proficiency. A state or locally issued secondary school diploma obtained solely on the basis of such equivalency testing is not to be considered a high school diploma. That is considered an alternate high school credential.</p> <p>C = Occupational Program Certificate; a certificate or diploma awarded for attending a noncorrespondence vocational, technical, or proprietary school for at least 6 months. An individual so coded must also have completed 11 years of regular day school. That is considered an alternate high school credential.</p> <p>7 = Correspondence school diploma; a secondary school diploma or certificate awarded on completion of correspondence school coursework, regardless of whether the diploma was issued by a correspondence school, a State,</p>	104	ED-UC

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
23	Educational designator (continued)	<p>a secondary, or a postsecondary educational institution. That is considered an alternate high school credential.</p> <p>H = Home study diploma; a secondary school diploma or certificate, typically awarded by a State, based on certification by a parent or guardian that an individual completed his or her secondary education at home. That is considered an alternate high school credential.</p> <p>B = Adult education diploma; a secondary school diploma awarded on the basis of attending and completing an adult education or "external" program, regardless of whether the diploma was issued by a State or by a secondary or postsecondary educational institution. That is considered an alternate high school credential.</p> <p>J = High school certificate of attendance; an attendance-based high school certificate or diploma. Those are sometimes called "certificates of competency" or "completion," but are based on course completion rather than a test such as the GED or the CHSPE. A State or locally issued secondary school diploma</p>	104	ED-UC

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
23	Educational designator (continued)	<p>obtained solely on the basis of an attendance credential is not considered a high school diploma. That is considered an alternate high school credential.</p> <p>8 = Completed one semester of college; the status of an individual who is a nonhigh school graduate or alternate high school credential holder, attended a college or university and completed at least 15 semester or 20 quarter hours of college level credit. Credit earned through testing, for pursuit of adult education, or for high school equivalency preparation is not applicable. For military enlistment processing purposes, an individual with that status is considered a high school graduate.</p> <p>L = High school diploma; a diploma issued to an individual who has attended and completed 12-year or grade day program of classroom instruction; the diploma must be issued from the school where the individual completed all the program requirements.</p> <p>D = Associate degree; a certificate conferred on completion</p>	104	ED-UC



RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
23	Educational designator (continued)	<p>of a 2-year program at a junior college, university, or technical institute.</p> <p>G = Professional nursing diploma; a certificate conferred on completion of a 3-year hospital school of nursing program.</p> <p>K = Baccalaureate degree; a certificate conferred on completion of a 4-year college program, other than a first professional degree.</p> <p>w = First professional degree; a certificate conferred on completion of the academic requirement for the first degrees awarded in selected professions i.e., Architecture, Certified Public Accountant, Doctor of Chiropody, Doctor of Dentistry, Bachelor or Doctor of Law, Doctor of Medicine, Doctor of Optometry, Doctor of Osteopathy, Pharmacist, Bachelor or Doctor of Theology, Rabbi, Doctor of Veterinary Medicine, or any other first professional degree.</p> <p>N = Master's degree; a certificate conferred on completion of additional academic requirements beyond the baccalaureate or first professional degree, but below the doctorate level.</p>	104	ED-UC

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
23	Educational designator (continued)	<p>R = Post master's degree; a certificate conferred on completion of additional , academic requirements beyond the master's degree level, but below the doctorate level.</p> <p>u = Doctorate degree; a certificate conferred in recognition of the highest academic achievement in an academic field, excluding honorary degrees and first professional degrees.</p> <p>v = Post doctorate degree; a certificate conferred in recognition of academic achievement in an academic field beyond the doctorate degree level.</p> <p>Y = None; no recognition given.</p>	104	ED-UC
24	Sex	<p>M = Male.</p> <p>F = Female.</p> <p>z = Unknown.</p>	105	SE-XA
25	Marital status	<p>A = Annulled.</p> <p>D = Divorced.</p> <p>I = Interlocutory.</p> <p>L = Legally Separated.</p> <p>M = Married.</p> <p>s = Single.</p> <p>w = Widowed.</p> <p>If unknown, enter "Z".</p>	106	MA-NA
26	Dependents; number of	The number of persons for whom the Service member provides support, in	107-108	DE-PG

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
26	Dependents; number of (continued)	accordance with the "DoD Financial Management Regulation," (reference (j)).	107-108	DE-PG
27	Education completed; number of years	Number of years of education an individual has completed.	109-110	
28-O	Basic active Service date; officer (YYMMDD)	The constructive date that estab- lishes the beginning of a member's Federal active officer Uniformed Service; reflects all periods of Federal officer Uniformed Service (less lost time) in "commissioned," "warrant," or "flight officer" status. Similar to basic active Service date (record field 18), but does not include enlisted Service. Synonymous names are "TAFCSO" ( USAF), "COMM-FIRST-ACCEPT DATE" (USMC), and "active commission base date" (USN). For the USA, enter "active Federal commissioned Ser- vice" in positions 111 through 115 and one blank in position 116.	111-116	DA-FA
28-E	Effective date of current enlist- ment, reenlist- ment, or extension of enlistment agreement (YYMMDD)	Also includes inductions. Report- ing requirement applies to enlisted personnel. Report effective date.	111-116	DA-FA
29-E	Date of expiration of enlistment on active duty ( YYMMDD )	The constructed date on which a member's current active duty enlistment expires. Reflects periods of lost time and executed	117-122	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
29-E	Date of expiration of enlistment on active duty (YYMMDD) (continued)	agreements to extend enlistment that have become operative. Report "Expiration term of Service" (USAF), "end of current contract" (USMC), and "expiration of active obligated Service (EAOS)" (USN). For the USA and the USCG, report blanks.	117-122	Service; specific
29-O	Expected active duty loss date; officer (YYMMDD)	If available, report the date, an officer in one of the Uniformed Services is expected to leave active duty. Synonymous names are "projected separation retirement date" (USA), "RET-SEP-EFF-DATE-PROJ" (USAF), and "ECC" (USMC). For the USN, report "expected loss date" where applicable.	117-122	DA-FA
30-G	Accession designator	Report the Service code and provide a description of the codes used.	123-125	Service; specific
30-L	Separation program designator (SPD); military	If reason for loss is not included in DoD standard codes, report Service code, and provide a description of the codes used. Examples include death and loss from military control for desertion.	123-125	SE-KY
30-M	Filler	USAF = Report "ADN-OFF-AMN ."	123-125	
31-EM	Filler	USN = Date of accession.	126-131	
31-OM	Obligated Service date (YYMMDD)	The date an officer will fulfill his or her obligation to the Service and is eligible for separation. Sources of obligation for	126-131	DA-FA

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
31-OM	Obligated Service date ( YYMMDD ) (continued)	Service may include source of commission, promotion, and entry into training and/or educational programs. Report, if available; otherwise, report six blanks. Synonymous names include "active duty Service commitment date (ADSCD)" (USAF).	126-131	DA-FA
31-G	Date of active duty accession ( YYMMDD )	Report date of enlistment, reenlistment, extension, or return to military control.	126-131	DA-FA
31-L	Date of active duty loss (YYMMDD)	Report date of separation, release from active duty, retirement, death, or loss from military control. If that record coincides with the issuance of a "Certificate of Release or Discharge from Active Duty (DD Form 214)," then that date should duplicate the release or discharge date from active Service shown on the DD Form 214, block 12.b.	126-131	DA-FA
32	Ethnic group	Applicable to a member from a segment population that possesses common characteristics and/or cultural heritage significantly different from that of the general U.S. population:  1 = Other Hispanic Descent. 2 = U.S. or Canadian Indian Tribes. 3 = Other Asian Descent. 4 = Puerto Rican.	132	ET-MY

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
32	Ethnic group (continued)	5 = Filipino. 6 = Mexican. 7 = Eskimo. 8 = Aleut. 9 = Cuban. D = Indian. E = Melanesian. G = Chinese. H = Guamanian. J = Japanese. K = Korean. L = Polynesian. Q = Other Pacific Island descent. S = Latin American with Hispanic descent. V = Vietnamese. W = Micronesia. X = Other. Y = None. Z = Unknown.	132	ET-MY
33-L	Character of Service	A = Honorable. B = Under honorable conditions (general). D = Bad conduct. E = Under other than honorable conditions. F = Dishonorable. Y = Uncharacterized. If unknown, enter "Z".  <u>Enlisted Files Only</u>	133	CH-DB
34-E	Armed Forces Qualification Test	Convert percentile scores of 100 to 99.	134-135	TE-ST

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
35-E	Term of enlistment (current term)	Number of years indicating current active duty obligation.	136	
36-E	Reenlistment eligibility	Report the Service code and provide a description of the codes used.  <u>Officer Files Only</u>	137-138	Service; specific
34-o	Military flying status indicator	1 = "On flying" status. 2 = "Not on flying" status. \	134	MI-JX
35-o	Service-specific	USA = Program procurement number. USN = Report officer source code. USMC = Report two blanks. USAF = Report "SOURCE-OF-COMM" in position 135 and one blank in 136.  USCG = Report "SRCD" in position 135 and one blank in 136.	135-136	Service; specific
36-o	Service-specific	Report basic year group for the USA, the USN, and the USCG.  <u>Both Enlisted and Officer Files</u>	137-138	Service; specific
37	Major command code	USA = Report command assignment code in positions 139 and 140 and one blank in 141. USN = Report Navy claimant code in positions 139 and 140 and one blank in 141. USMC = Report monitored command code. USAF = Report "PAS-MAJCOM-ID" in positions 139 and 140 and "PAS-SUB-CMD-ID" in position 141.	139-141	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
37	Major command code (continued)	USCG = Enter three blanks.	139-141	Service; specific
38	UIC	<p>USA = Report a "W" in position 142, the UIC in positions 143 through 147, and one blank in position 148.</p> <p>USN = Report a "N" in position 142, the UIC in positions 143 through 147, and one blank in position 148.</p> <p>USMC = Report a "M" in position 142, the "RUC" in positions 143 through 147, and one blank in position 148.</p> <p>USAF = Report a "F" in position 142, the unit portion of the "PAS" code in positions 143 through 146, and two blanks in position 147 and 148.</p> <p>USCG = Report UIC.</p>	142-148	Service; specific
39	Filler	Report one blank except during a contingency (see enclosure 5).	149	
40	Filler	Enter three blanks. Positions 150 and 151 are reserved for DMDC use.	150-152	
41	Filler	Enter one blank.	153	
42	Duty location; ZIP code	Report the first five digits, if available. If not available, enter five blanks.	154-158	NA-ZC



RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	E
43-E	Date of expected termination of enlisted active Service (YYMMDD)	The terminal date of an enlisted member's active duty obligation, including periods of lost time and executed agreements to extended enlistment whether or not they have become operative. Synonymous names include "RET-SEP-EFF-DATE-PROJ" or "Date of Separation" (USAF), "Expiration Active Service" (USMC), "Soft EAOS" (USN), "Expiration Term of Service" (USA), and "Expected Loss Date" (USCG).	159-164	DA-FA
43-OM	Service-specific data	For the USA report expiration of current Service agreement "ECUR" and for the USN report date of accession, all others report six blanks.	159-164	Service; specific
44	Duty location; constructed geographic location code	If a member is stationed in the U.S., report a two position State code and a three position county or two position State and a three position independent city code or, if county is not available, report State code in positions 165 and 166 and blanks in positions 167 through 169. If the member is stationed outside the U.S., report the country code in 165 and 166 and blanks in 167 through 169. For the USA, report "ARLOC."	165-169	ST-GA, CO-WB , IN-WB, or CO-XV
45	Date of initial entry into Uniformed Service (DIEUS) (YYMMDD)	The date an individual was first appointed, enlisted, or conscripted into any U.S. Uniformed Service (active or Reserve component).	170-175	DA-FA

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
45	Date of initial entry into Uni- formed Service (DIEUS) (YYMMDD) (continued)	That date is fixed and is not adjusted for breaks in Service. The DIEUS includes enlistment in the DEP; entrance as a cadet or midshipman at the USMA, the USNA, the USAFA, and the USCGA (excludes the U.S. Merchant Marine Academy); and enlistment as a Reservist in the Senior ROTC Program.	170-175	DA-FA
46	Verification status of SSN	<p>Indicates the status of an indi- vidual's SSN verification by the Social Security Administration (SSA); i.e., the extent that the standard data elements: SSN, name, individual's date of birth (DoB), and sex agree with the SSA'S data. If unknown, enter "Z".</p> <p>A = SSN verified on name, DoB, and sex. B = SSN not in SSA numerical identification file. C = Name matches, DoB matches, sex code does not match. D = Name matches, sex code matches, DoB does not match. E = Name matches, DoB and sex code do not match. F = Name does not match, DoB and sex code not checked. G = Input SSN not verified, the SSA located and verified a different SSN. H = Input SSN verified on name only (DoB and/or sex codes not provided).</p>	176	VE-SA

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
46	Verification status of SSN (continued)	K = SSN has been submitted for verification, but no reply has been received. V = SSN has not been submitted for verification.	176	VE-SA
47	Service-specific data	USA = Report "enlisted career management field," "warrant officer management group code," or "commissioned officer basic branch" in positions 177 through 178. Report one blank in position 179. Report a "G" in posi- tion 180 for gain records, a "L" for losses, an "U" for UIC change, a "P" for pay grade change, and one blank for master records. USN = Report the USN ashore and/or afloat code in position 177. On officer loss records, report the "BuPers loss code" in positions 178 through 180. On officer gain records, report "100". On enlisted transaction files, report the change code. On UIC change records report an "U" in position 178 and two blanks in 179 through 180. On pay grade change records report a "P" in position in 178 and blanks in 179 through 180. USMC = In position 177 report the fourth position of SPD on loss records, the fourth	177-180?	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
47	Service-specific data (continued)	<p>position of accession designator on gain records and one blank on master, UIC change and pay grade change records. In position 178, report a "G" on gain records, a "L" on loss records, one blank on master records, an "U" on UIC change records, and a "P" on pay grade change records. Report the USMC strength category code in position 179. Move one blank to position 180.</p> <p>USAF = Report first two positions of USAF "PAS" code in positions 177 through 178. In position 179, report a "1" on gain records, a "2" on reenlistment or extension records, a "3" on loss records, a "4" on UIC change, or a "5" on pay grade change records. Report the disputed data indicator in position 180.</p> <p>USCG = In position 177 report a "G" for gain records, a "L" for loss records, an "U" for UIC change records, a "P" for pay grade change records, and one blank for masters. Report training category field in position 178. Report blanks in 179 and 180.</p>	177-180	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
48-M	First language identity	If not applicable, enter two blanks. If unknown, enter "22".	181-182	LA-JM
49-M	Listening proficiency level; first language	<p>If available, report the current DoD standard data element codes in record positions 183 through 184; otherwise, report the old codes in record position 183 and a blank in record position 184. If not applicable, enter two blanks. If unknown, enter "99".</p> <p>00 = No proficiency.  06 = Memorized proficiency.  10 = Elementary proficiency.  16 = Elementary proficiency, plus.  20 = Limited working proficiency.  26 = Limited working proficiency, plus.  30 = General professional proficiency.  36 = General professional proficiency, plus.  40 = Advanced professional proficiency.  46 = Advanced professional proficiency, plus.  50 = Functional native proficiency.</p>	183-184	LA-JX
50-M	Reading proficiency level; first language	See instruction for data element 49-M.	185-186	LA-JY

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
51-M	Speaking proficiency level; first language	See instructions for data element 49-M.	187-188	LA-JW
52-M	Language proficiency source; first language	A = Civilian school course. B = Defense Language Institute. C = Foreign residence. D = Home environment. E = Military school other than the Defense Language Institute. F = Self-study. If other, enter "X". If unknown, enter "Z".	189	LA-JV
53-M	Year and month of last proficiency test of first language (YYMM)	If unknown, enter "9999". If not applicable, enter four blanks.	190-193	YE-NH
54-M	Second language identity	If not applicable, enter two blanks. If unknown, enter "22".	194-195	LA-JM
55-M	Listening proficiency level; second language	See instructions for data element 49-M.	196-197	LA-JX
56-M	Reading proficiency level; second language	See instructions for data element 49-M.	198-199	LA-JY
57-M	Speaking proficiency level; second language	See instructions for data element 49-M.	200-201	LA-JW

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
58-M	Language proficiency source; second language	See instructions for data element 52-M.	202	LA-JV
59-M	Year and month of last proficiency test of second language	If unknown, enter "9999". If not applicable, enter four blanks.	203-206	YE-NH
60-M	Third language identity	If not applicable, enter two blanks. If unknown, enter "22".	207-208	LA-JM-AD
61-M	Defense Language Aptitude Battery Test score	Value of 012 to 164, if not applicable, enter three blanks. If unknown, enter "999".	209-211	STD-pending
62	Filler	Enter one blank.	212	See DoD Instruction 1120.11 (reference (C)).
63	Filler	Enter one blank.	213	
64	Filler	Enter six blanks.	214-219	
65-M	Strength accounting status	Describes how a member is counted and reported for military manpower accounting and programing. During a contingency, see enclosure 5.  <u>Strength Accountable</u>  A = Operating strength. c = Students, trainees, and cadets. H = Holdees: patients, prisoners, and separates. T = Transients.	220	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
65-M	Strength accounting status (continued)	<u>Nonstrength Accountable</u>  3 = On appellate leave. 4 = In military or civilian confinement and have been dropped from active duty strength. 5 = Prisoner of war. 6 = Missing-in-action/missing (non-battle).	220	See DoD Instruction 1120.11 (reference (c)).
66	Service-specific data	USA = On officer records report "EADC." USN = For enlisted members, report "RIF-TAC" code in positions 221 through 223. For officers, report blanks in positions 221 through 223. Report blanks in 224 through 226. USMC = Report pay status in positions 221 through 225. Report USMC record status code in position 226. USAF = Report last occurrence of "Joint Department Agency ID" (current) in positions 221 through 223 on master records. Report blanks in 221 through 223 on transactions. Report functional category in position 224. For officers report competitive category in position 225. Report one blank in position 226.	221-226	Service; specific



RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS		
67	Citizenship status, U.S.	<p>The status of an individual on U.S. citizenship:</p> <p>A = A person who, though not a citizen of the U.S., owes permanent allegiance to the U.S. They are declared to be nationals, but not citizens of the U.S., persons born in American Samoa or Swains Island on or after formal acquisition of such possessions of parents both of whom are nationals, but not citizens of the U.S., who have had a residence in the U.S. or one of its outlying possessions before the birth of such person.</p> <p>c = A person who is a citizen of the U.S. by birth or naturalization.</p> <p>N = A person who is not a citizen of the U.S.</p> <p>z = Citizenship status not determined.</p>	227	CI-TA
68	New MGIB enrollment (Chapter 30 of 38 U.S.C., reference (b))	<p>Title 38, U.S.C. Chapter 30 of (reference (b)), and DoD Directive 1322.16 (reference (k)). If unknown, enter "2" below. If more than one code applies to an individual, the first code listed below should be reported.</p> <p>1 = Ineligible; member first entered on active duty before</p>	228	Non-standard

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
68	New MGIB enrollment (Chapter 30 of 38 U.S.C., reference (b)) (continued)	<p>July 1, 1985.</p> <p>2 = Member has not executed a declination of enrollment.</p> <p>3 = Ineligible; after December 31, 1976, member received a commission as an officer on graduating from a Service academy or completing a ROTC scholarship educational assistance program.</p> <p>4 = Enrolled; member on active duty for a period of obligated Service of less than three years.</p> <p>5 = Enrolled; member on active duty for a period of obligated Service of three years, or more.</p> <p>6 = Ineligible; member declined enrollment.</p> <p>0 = No reported enrollment status.</p> <p>G = Enrolled; member on active duty for a period of obligated Service of less than three years and enrolled during open period.</p> <p>H = Enrolled; member on active duty for a period of obligated Service for three years, or more, and enrolled during open period.</p> <p>J = Enrolled; member enrolled under an involuntary separation program and did not enter during Veterans Educational Assistance Program</p>	228	Non-standard

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
68	New MGIB enrollment (Chapter 30 of 38 U.S.C., reference (b)) (continued)	<p>(VEAP) era. (Member may have been previously enrolled in the MGIB (reference (b)) Program. )</p> <p>K = Enrolled; member enrolled under an involuntary separation program and entered during VEAP era.</p> <p>L = Enrolled; member enrolled under voluntary separation incentive (VSI) and did not enter during VEAP era. (Member may have been previously enrolled in the MGIB (reference (b)) Program. )</p> <p>M = Enrolled; member enrolled under the VSI and entered during VEAP era.</p> <p>N = Enrolled; member enrolled under special separation benefit (SSB) and did not enter during VEAP era. (Member may have been previously enrolled in the MGIB (reference (b)) Program. )</p> <p>P = Enrolled; member enrolled under the SSB and entered during VEAP era.</p>	220	Non-standard
69	Date of declaration of MGIB enrollment (Chapter 30 reference (b)) ( YYMMDD )	The date a member accepts or declines enrollment in the active component MGIB (reference (b)). For USAF report date of initial accession. If not available enter six blanks.	229-234	Non-standard

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
70	Active Component MGIB (reference (b)) monthly authorized increase basic allowance amount code (kicker)	If applicable, report the Service code and provide a description of the codes and use; otherwise, move one blank.	235	SO-CA
71	Delay in separation flag	Report if individual's separation has been delayed:  1 = Congressionally mandated stop loss . 2 = Medical. 3 = Legal. 4 = Other.	236	
72	Filler	Report one blank except during a contingency (see enclosure 5).	237	
73	Filler	Report one blank.	238	
74	SSN; Service member or retired spouse of a Service member	The SSN of the lawful wife or husband who is a member of one of the U.S. Uniformed Services. If not applicable, enter nine blanks.	239-247	
75	Filler	Report one blank.	248	
76	Filler	Report one blank.	249	
77	Filler	Reserved for DMDC use. Report one blank.	250	DA-FA
78	Date of arrival at current permanent duty station	The date a Service member arrives at his or her current permanent duty station.	251-256	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
79	Service-specific data	<p>USA = Report actual status code for officers and "STATU" for enlisted records in positions 257 and 258, the last transaction code in 259 and 260, for warrant officers report the first four ASIs and for commissioned officers the first four branch-related skills in positions 261 through 268.</p> <p>USN = Report on-board accounting category code in positions 257 through 259, and blanks in positions 260 through 268.</p> <p>USMC = Report duty status code in position 257, source of entry code officer in 258 through 261, and blanks in 262 through 268.</p> <p>USAF = Report duty status in positions 257 and 258, "REC-STAT-CURR" in positions 259 and 260, and office symbol in positions 261 through 268.</p> <p>USCG = Report MGIB (38 U.S.C., reference (b)) amount contributed to date in positions 257 through 260. Report contribution status code in position 261. Report blanks in positions 262 through 268,</p>	257-268	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
80	Date of departure from last permanent duty station ( YYYYMMDD )	The date a Service member departed his or her last permanent duty station.	269-274	DA-FA
81	Filler	Enter six blanks.	275-280	
82	Service-specific data	USA = Report date departed or joined current command. USN = Report six blanks except during a contingency. USMC = Report six blanks except during a contingency. USAF = Report six blanks except during a contingency. USCG = Report six blanks except during a contingency. See enclosure 5.	281-286	Service; specific
83	Service-specific data	USA = Report date returned from overseas. USN = Report six blanks except during a contingency. USMC = Report six blanks except during a contingency. USAF = Report six blanks except during a contingency. USCG = Report six blanks except during a contingency. See enclosure 5.	287-292	Service; specific
84	Service-specific data	USA = Report unit personnel code of the Reserve organization called to active duty in positions 293 through 297. Report personnel mobilization	293-298	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
84	Service-specific data (continued)	category code in position 298. USN = Report six blanks. USMC = Report six blanks. USAF = Report six blanks. USCG = Report six blanks.	293-298	Service; specific
85	Filler	Report one blank except during a contingency (see enclosure 5).	299	
86	Citizenship status, U.S. origin	The legal (statutory) origin by which an individual acquired U.S. status:  A = A person born in the U.S. subject to U.S. jurisdiction. The term "United States" means the continental United States, Alaska, Hawaii, Puerto Rico, Guam, and the Virgin Islands of the United States.  B = A person who acquires U.S. citizenship after birth through naturalization of one or both parents.  C = A person who acquires U.S. citizenship at birth outside the U.S. of parents, one or both of whom are U.S. citi- zens at time of person's birth.  D = A person born outside the Us., who has completed naturalization procedures and has been admitted to U.S. citizenship by duly	300	CI-TB

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
86	Citizenship status, U.S. origin (continued)	constituted authority. Y = Not a U.S. citizen. Z = Origin not determined.	300	CI-TB
87	Program element code	That code (DoD 7045.7-H, reference (1)) identifies units, resources, and personnel for a specific mission or weapons systems. (Left justify. )	301-309	Service; specific
88	Filler	Enter one blank.	310	
89	Religious denomination	The name of a sector or group of individuals having similar theological beliefs. If unknown, enter "ZZ".	311-312	RE-LA
90	Service-specific data	<p>USA = For officers report civilian education level (highest) in position 313, year-of-completion (highest) in positions 314 and 315, academic institution (highest) in 316 through 321, year-of-completion (second highest) in positions 322 and 323, and academic institution (second highest) in 324 through 329. For enlisted members report eighteen blanks.</p> <p>USN = Report 10-digit activity code in positions 313 through 322. Report Navy geolocation code in 323 through 330.</p> <p>USMC = Report eighteen blanks.</p> <p>USAF = Report "ACAD-VOC-EDUC-LEVEL-HIGH" in position 313,</p>	313-330	Service; specific



RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
90	Service-specific data (continued)	<p>"ACAD-LEVEL-YR-HIGH" in 314 and 315, "ACAD-INST-NAME-HIGH" in, 316 through 318, "ACAD-VOC-EDUC-LV-HIGH-2N" in position 319, two blanks in positions 320 and 321, and "ACAD-INST-NAME-HIGH-2ND" in positions 322 through 324. Report USAF training graduation date (year and month) in positions 325 through 328, and for officers only "MED-PROF-PROC-PROG" (MPPP) in positions 329 and 330.</p> <p>USCG = Report eighteen blanks.</p>	313-330	Service; specific
91	Academic discipline	<p>USA = Report major subject of college education in positions 331 through 333 and a blank in 334.</p> <p>USN = Report education-major in positions 331 and 332. Report education specialty in positions 333 and 334.</p> <p>USMC = Report major subject code in positions 331 and 332. Report blanks in positions 333 and 334.</p> <p>USAF = Report "ACAD-SPEC-HIGH" in positions 331 through 334.</p> <p>USCG = Report "ED-FLD/LVL", (left justify. )</p>	331-334	" Service; specific
92	Co-location code	Identifies a spouse or children and/or other dependents an active duty member has as residing with him or her at his or her current	335	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
92	Co-location code (continued)	duty station:  A = Spouse only. B = Spouse and children only. C = Children only co-located. D = Spouse, children, and other dependents. E = Spouse and other dependents. F = Children and other dependents. G = Other dependents only. Y = None. Z = Unknown.	335	
93	Number of dependents residing with the sponsor at his or her duty station	0 = None. 1 = 1. 2 = 2. 3 = 3. 4 = 4. 5 = 5. 6 = 6. 7 = 7. 8 = 8. 9 = 9, or more. If unknown, enter one blank.	336	
94	Number of command-sponsored dependents residing with the sponsor at his or her duty station overseas	0 = None. 1 = 1. 2 = 2. 3 = 3. 4 = 4. 5 = 5. 6 = 6. 7 = 7.	337	

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
94	Number of command-sponsored dependents residing with the sponsor at his or her duty station overseas (continued)	8 = 8. 9 = 9, or more. If unknown, enter one blank. If the Sponsor is not stationed overseas, enter a "C".	337	
95	Filler	Report two blanks.	338-339	
96	Service-specific	USA = Report "AMSCO" in positions 340 through 346 and control branch for officers in positions 347 and 348. USN = Enter nine blanks. USMC = Report derived "RANK" in positions 340 through 345 and three blanks in positions 346 through 348. USAF = Report control "AFSC" in positions 340 through 346, on enlisted records only. Report first "ADSCD-RSN-FOR" in positions 347 and 348. USCG = Enter nine blanks.	340-348	Service; specific
97	Filler	Report one blank except in time of contingency (see enclosure 5).	349	
98	Filler	Report six blanks except in time of contingency (see enclosure 5).	350-355	
99	Filler	Report six blanks except in time of contingency (see enclosure 5).	356-361	
100	Service-specific	USA = On officer records report "TGRA", on enlisted records	362-364	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
100	Service-specific (continued)	<p>report "GRTIT."</p> <p>USN = Report three blanks.</p> <p>USMC = Report three blanks.</p> <p>USAF = Report grade derived from "GR-CURR."</p> <p>USCG = Report three blanks.</p>	362-364	Service; specific
101	Service-specific	<p>USA = Report ten blanks."</p> <p>USN = For officers report precedence number in positions 365 through 372 and blanks in 373 and 374. For enlisted members and cadets report ten blanks.</p> <p>USMC = For officers report "LIN-CNTRL-NR" in positions 365 through 372 and "OFF-LINEAL-PREC-YEAR" in 373 and 374. For enlisted members report ten blanks.</p> <p>USAF = Report "DUTY-LOC-CURR" in positions 365 through 368 and "FUNCT-ACCT-CODE" in positions 369 through 374. Report "FUNCT-ACCT-CODE" on master files only.</p> <p>USCG = Report ten blanks.</p>	365-374	Service; specific
102	Service-specific promotion data	<p>USA = Report promotable indicator in position 375. Report eight blanks in positions 376 through 383.</p> <p>USN = Report promotion status in positions 375 through 378 and five blanks in 379 through</p>	375-383	Service; specific

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	MOD STD DATA ELEM REF. NO.
102	Service-specific promotion data (continued)	<p>383 on officer records. On enlisted records report nine blanks.</p> <p>USMC = Report "SEL-GRADE" in positions 375 through 377, "SEL-GRADE-STATUS-CODE" in position 378 and blanks in 379 through 383.</p> <p>USAF = Report "GR-PROJ-PROM-SEQ-NR" in positions 375 through 380 and blanks in positions 381 through 383.</p> <p>USCG = Report nine blanks.</p>	375-383	Service; specific
103	Service-specific aviation data	<p>USA = Report aircraft qualifications in position 384 and blanks in positions 385 through 390 on officer records. On enlisted records, report seven blanks.</p> <p>USN = Report primary aeronautical designation in position 384 and blanks in 385 through 390 on officer records. On enlisted records, report seven blanks.</p> <p>USMC = Report "AREO-DESIG-CAT-CODE" in position 384 and blanks in 385 through 390.</p> <p>USAF = Report "AERO-RATING-CURR" in position 384 on officer records and blanks in positions 385 through 390. On enlisted records, report seven blanks.</p> <p>USCG = Report seven blanks.</p>	384-390	Service; specific

RECORD FIELD	<u>DATA FIELD</u>	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
104	Filler	Contents to be determined jointly by each Military Service and the Director, DMDC. If no coding specifications have been agreed on, enter ten blanks.	391-400	

SSN AND/OR NAME CHANGE RECORD FORMAT

RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
		<u>SSN and/or Name Change File</u>		
1	Branch of Service	A = The USA. N = The USN. M = The USMC. F = The USAF. P = The USCG. I = The NOAA. E = The PHS.		
2	SSN (Old)	Member's current or erroneously reported SSN. Omit hyphens.	2-10	SO-CA
3	Filler	Report one blank.	11	
4	Name; individual (Old)	Member's previous or erroneously reported name. Last name, space, first name, space, middle name or initial, space, designation such as "Jr", as applicable.	12-38	NA-RG
5	Filler	Report three blanks.	39-41	
6	Name; individual (New)	Member's new or corrected name. Last name, space, first name, space, middle name or initial, space, designation such as "Jr", as applicable.	42-68	NA-RG
7	Filler	Report one blank.	69	
8	SSN (New)	Member's new or corrected SSN. Omit hyphens.	70-78	SO-CA

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RECORD FIELD	DATA FIELD	CODING AND/OR REMARKS	RECORD POSITION	DOD STD DATA ELEM REF. NO.
9	Filler	Reserved for DMDC use. Name and SSN both must not be changed on the same record. If both need to be changed, two transactions must be submitted. (Record fields 6 and 8 are mutually exclusive. )	79-84	



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Changes to Reporting Requirements as Required by an Operational  
Mission, Contingency Operation, or National Emergency, for  
Reserve Personnel

A. Applicability                    - . - .

1. During a contingency operation or the involuntary activation of Reserve personnel, the Assistant Secretary of Defense (Force Management and Personnel) in coordination with the Assistant Secretary of Defense (Reserve Affairs) shall determine whether and when to implement the changes in reporting requirements in sections B. and C. below.

2. The changes in reporting requirements apply to all reserve component personnel ordered to active duty in support of the contingency or operational mission, including those personnel not on the "active duty list of their Service, and all regular and reserve retired personnel who have retired after 20 or more years of qualifying service if such members are ordered to active duty in support of the contingency or emergency. Additionally, all members serving on active duty for organizing, administering, or instructing the Reserve components with an active or Reserve unit (excluding those personnel on active duty for special work less than 181 days), in support of a designated contingency operation or operational mission or during a period of national emergency or war, shall be reported. Data elements 72, 97, 98, and 99 shall not be coded for the latter groups.

B. Changes to Frequency of Reporting

1. The frequency of master files is to be increased to twice a month as follows:

- a. once as close to the 15th of each month as possible.
- b. once at the end of the month.

2. Critical transaction records ("callups" and "death records," for example) are to be reported as timely as possible to ensure that DEERS processing is effective.

C. Changes to the Record Format, Described in Enclosure 3, ABOVE

1. Item 39, "Filler," shall change to "Basis of Activation," with coding, as follows:

- a. C = Contingency operation.
- b. E = National emergency or war.
- c. M = Operational mission.

2. Reporting of item 65-M, "Strength accounting status," shall include the following additional codes:

a-\* Activated personnel and "AGR."

b. 7 = AGR .

c. 8 = Other activated personnel.

d. 9 = Federalized full-time National Guard duty personnel.

3. Item 72, "Filler," shall change to "Activation type" with coding, as follows:

a. Y = With member's consent.

b. N = Without member's consent.

4. Item 82, "Service-specific data," for activated USA reserve personnel, the USN, the USMC, the USAF, and the USCG report "In-theater start date (YYMMDD)." Travel time to theater is to be included when appropriate.

5. Item 83, "Service-specific data," for activated USA reserve personnel the USN, the USMC, the USAF, and the USCG report "In-theater end date (YYMMDD)." Travel time from theater is to be included when appropriate.

6. Item 85, "Filler," shall become "In-theater flag." Report a "4", if the individual is in the area defined as "in-theater (in the combat zone or in areas eligible to receive hostile fire and/or imminent danger pay relating to the current military conflict)." During an additional conflict, another code representing that additional conflict shall be determined by the ASD(FM&P) at his or her discretion.

7. Item 97, "Filler" becomes "Type of activated personnel" with coding, as follows:

a. B = Retiree.

b. G = Guard.

c. V = Reserve.

d. Z = Unknown.

8. Item 98, "Filler" becomes "Active duty begin date (YYMMDD)."

9. Item 99, "Filler" becomes '\*Projected active duty end date (YYMMDD)." Items 72, 97, 98, and 99 apply only to individuals called to active duty.

10. For other data elements in enclosure 3, above:  
All data elements should be coded as completely as possible.  
During a mobilization, only a subset is required on the callup records. The required data elements include the following:

Data Element - - - -	Name - - -	Enclosure 3 Position - - - - -
1	Branch of Service	1
2	Name; individual	2-28
3	SSN	29-37
14	Pay grade	78-80
17	Service component	88
30-L	SPD	123-125
31-L	Date of active duty loss (YYMMDD)	126-131
38	UIC	142-148
39	Basis of activation	149
47	Service specific data (Only those parts of that field that identify record transaction type)	177-180
72	Activation type	237
82	In-theater start date	281-286
83	In-theater end date	287-292
85	In-theater flag	299
97	Type of recalled personnel	349
98	Active duty begin date	350-355
99	Projected active duty end date	356-361